



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Accountant Trainee

SALARY:	\$3,133 - \$3,628	POSITION NUMBER:	363-131-4179-003
TENURE*/TIME BASE: (Example: Permanent/Full-time)	Permanent/Full-time	FINAL FILING DATE:	May 29, 2007 or Until Filled

DUTIES:

Under the general direction of the Accounting Administrator I, the Accountant Trainee will work in a team environment and will be responsible for preparing/distributing collections letters for delinquent accounts receivable invoices, processing/posting encumbrance documents, order/distributing monthly CALSTARS reports, FTB Agency Offset Program, department property/equipment records, Meeting Planner, SWABIZ and Enterprise Rent-A-Car AMEX accounts.

Specific duties include but are not limited to:

- Responsible for extracting data from the Juris legal billing system using Access Software for preparation and distribution of collection letters for delinquent accounts receivable invoices for the Legal Program. Research inquiries from other State departments, contact appropriate program staff for assistance, make recommendations for resolution, and respond to requests either verbally, by written correspondence, or email. Prepare and send invoices to other State agencies in accordance with terms and conditions of approved Interagency Agreements.
- Review accounting information contained on purchase order documents and contracts to ensure accuracy. Prepare encumbrance documents and enter information into CALSTARS. Reconcile CALSTARS encumbrance reports on a quarterly basis against open purchase order documents and contracts. Research discrepancies, make recommendations for resolution, and key corrections into CALSTARS.
- Order monthly CALSTARS reports for Accounting and Budget staff. Convert reports into PDF format for records retention and electronic distribution. Research expenditure inquiries from program staff, make recommendations for corrections, enter corrections into CALSTARS, and verify corrections posted accurately against the next months CALSTARS reports.
- Maintain records and serve as the liaison for the FTB Agency Offset program, the Department's property/equipment purchases, Meeting Planner, SWABIZ, and Enterprise Rent-A-Car AMEX accounts.
- Assist Accounting Administrator with special projects.

DESIRABLE QUALIFICATIONS:

- Basic knowledge of the State's accounting processes
- Proficient computer skills in Excel, Word, Access, and experience using CALSTARS
- Ability to analyze and resolve issues
- Communicate effectively both orally and in writing, dependable, and motivated
- Must have good attendance and be able to work independently

WHO MAY APPLY:

Applicants currently at the Accountant Trainee level or those with transfer or list eligibility may apply. Applicants applying based on current list eligibility must include verification of list eligibility. Applications will be screened and only the most qualified candidates will be scheduled for an interview. Employees on surplus or SROA are encouraged to apply.

SUBMIT APPLICATIONS/RESUMES TO: Susan Barnes, Accounting Administrator I
Department of Personnel Administration
1515 S Street, North Bldg., Suite 400
Sacramento, CA 95814

(*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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RPA #07-006

(916) 323-7999

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